Course Title: Excel XP: Level 1

Date: March 28, 2007

Time: 0830-1530

Location: LRC Computer Lab

Course Description: This course will give you the skills to create, edit, format, and print basic worksheets and charts in Excel.

Upon successful completion of this course, students should be able to:

- Create a basic worksheet by entering text and values.
- Work with cells and cell data by using a variety of moving and copying techniques.
- Perform calculations on data by using formulas, including functions.
- Change the appearance of worksheet data by using a variety of formatting techniques.
- Work with multiple worksheets by formatting, repositioning, copying and moving, and adding and deleting worksheets within a workbook.
- Create and modify charts.
- Set the page display and printing options.

Eligibility: **D**esigned for persons who are preparing to be a certified Microsoft Office User Specialist (MOUS) in Excel, who already have knowledge of Microsoft Windows 98 or above operating system, and/or desires to gain the skills necessary to create, edit, format, and print basic worksheets and charts in Excel.

Prerequisites: To ensure your success, we recommend you first take Introduction to Windows XP or have equivalent knowledge.

Nominations: Complete the On-Site Course Nomination Form (http://www.uhuhs.mil/chr/Nomination.doc) and send to tspriggs@usuhs.mil, no later than March 21, 2007. Class size is limited. Registrations will be accepted on a first-come first serve basis.

For further information: Contact Cory Edwards or Theresa Spriggs at (301) 295-3082.

Course Outline

Lesson 1: Getting Started
        Topic 1A: Identify What You Can Do with Excel
        Topic 1B: Enter Data in a Worksheet
        Topic 1C: Edit Data
        Topic 1D: Change the Appearance of Data
        Topic 1E: Save a Workbook
        Topic 1F: Obtain Help

Lesson 2: Editing Your Worksheet
        Topic 2A: Moving Data to Other Cells
        Topic 2B: Copy Data to Other Cells
        Topic 2C: Fill Cells with a Series of Data
        Topic 2D: Insert and Delete Rows and Columns
        Topic 2E: Undo and Redo an Entry
        Topic 2F: Find and Replace Numbers
        Topic 2G: Enter Data in a Range
        Topic 2H: Verify Data in a Range

Lesson 3: Performing Calculations
        Topic 3A: Sum a Range of Data
        Topic 3B: Use a Built-in Function
        Topic 3C: Copy a Formula
        Topic 3D: Create an Absolute Reference

Lesson 4: Formatting
        Topic 4A: Specify Number Formats
        Topic 4B: Create a Custom Number Format
        Topic 4C: Change Font Size and Type
        Topic 4D: Apply Styles
        Topic 4E: Add Borders and Color to Cells
        Topic 4F: Find and Replace Formats
        Topic 4G: Change Column Width and Row Height
        Topic 4H: Align Cell Contents
        Topic 4I: Merge and Center Cells
        Topic 4J: Apply an AutoFormat

Lesson 5: Working with Multiple Worksheets
        Topic 5A: Format Worksheet Tabs
        Topic 5B: Reposition Worksheets in a Workbook
        Topic 5C: Copy Worksheets
        Topic 5D: Change the Number of Worksheets

Lesson 6: Creating and Modifying Charts
        Topic 6A: Create a Chart
        Topic 6B: Modify Chart Items
        Topic 6C: Format a Chart
        Topic 6D: Change the Chart Type

Lesson 7: Setting Page Display and Printing Options
        Topic 7A: Freeze Rows and Columns
        Topic 7B: Set Print Title
        Topic 7C: Set Page Margins
        Topic 7D: Create a Header and Footer
        Topic 7E: Change Page Orientation
        Topic 7F: Insert and Remove Page Breaks
        Topic 7G: Print a Range